



BALTIMORE COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

Class Specification

CLASS TITLE: Substitute Teacher

TITLE CODE: M0999

REPORTS TO: School Principal

DEFINITION: In the absence of the permanent teacher, provides for appropriate learning experiences for students. Instructs and supervises students in a variety of settings. Maintains a safe and orderly learning environment. Performs other duties as assigned.

EXAMPLES OF DUTIES:

Meets with and instructs assigned classes at designated locations and times. Creates an instructional environment that is conducive to the intellectual, physical, social, and emotional development of students.

Follows and implements lesson plans and instructions left by the permanent teacher. Confers with the department head, grade level teacher, or school administrator to resolve questions or concerns about the assignment.

Follows the rules, policies, and procedures of the Baltimore County Public Schools. Assists in supporting and enforcing rules, policies, and procedures.

Ensures the appropriate use and care of textbooks, instructional materials, facilities, and equipment.

Maintains academic, attendance, and disciplinary records. Maintains the confidentiality of information pertaining to students, parents/guardians/ and staff.

Conducts oneself in a business-like and professional manner.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

Possession of a high school diploma or an appropriate equivalent.

Possession of a valid BCPS fingerprint card.

Licenses and Certificates:

None.

Knowledge, Skills, and Abilities:

General knowledge of the principles and practices of public education. General knowledge of BCPS and Board of Education rules, policies, and procedures. General knowledge of instructional techniques, materials, and equipment.

Ability to instruct students. Ability to follow lesson plans and instructions left by the permanent teacher. Ability to follow and enforce rules, policies, and procedures. Ability to communicate

effectively with students, parents/guardians, administrators, and others. Ability to establish and maintain effective working relationships with students, teachers, and others.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

The work of this class is generally performed in a school environment. Work may require the ability to move within the school and classroom setting.

CONDITIONS OF EMPLOYMENT:

Employment in this position is contingent upon successfully passing a background, DSS, and criminal history check. Employees must have submitted an application for employment to the Office of Temporary Services.

FLSA: Exempt

Revised: 2/2007

This class specification defines the types of duties and level of difficulty of work required of positions in this title. It shall not be held to exclude duties not mentioned nor limit the right of management to assign work to employees.